

Public Records Request

Proposals may be reviewed by any person after the "Intent to Award" letter has been issued by scheduling with the Office of State Purchasing. We should respond as soon as possible and no later than 72 hours from request.

A public records request is handled separate from a debriefing after the "intent to award" letter is released. A public records request for copies must be in writing. We must respond within 72 hours. Such requests are forwarded to the SPO for review. These requests must be discussed with the supervisor to determine if sections marked confidential are allowed as such. The affected proposer(s) with information labeled "confidential" must be notified prior to release and given an appropriate time to respond. A telephone call and letter should inform him of the state's public records act, the contents in his proposal that are marked confidential, and that it is our intent to make the information in his proposal available for disclosure. (see exhibit 19 for example). Wait for the response before proceeding. If the vendor provides a written justification as to why certain information is confidential other than those things allowed, then the information should be withheld until a determination is made. Legal counsel may be required. After the determination, notify the public records requesting party in writing that the documents are available and indicate applicable charges (if copies are requested). See exhibit 20 for example.

Vendor responses to RFP solicitations should not be revealed if the RFP will be cancelled with the intent to re-solicit. Proposals may be reviewed if the file is to be cancelled without re-solicitation.